

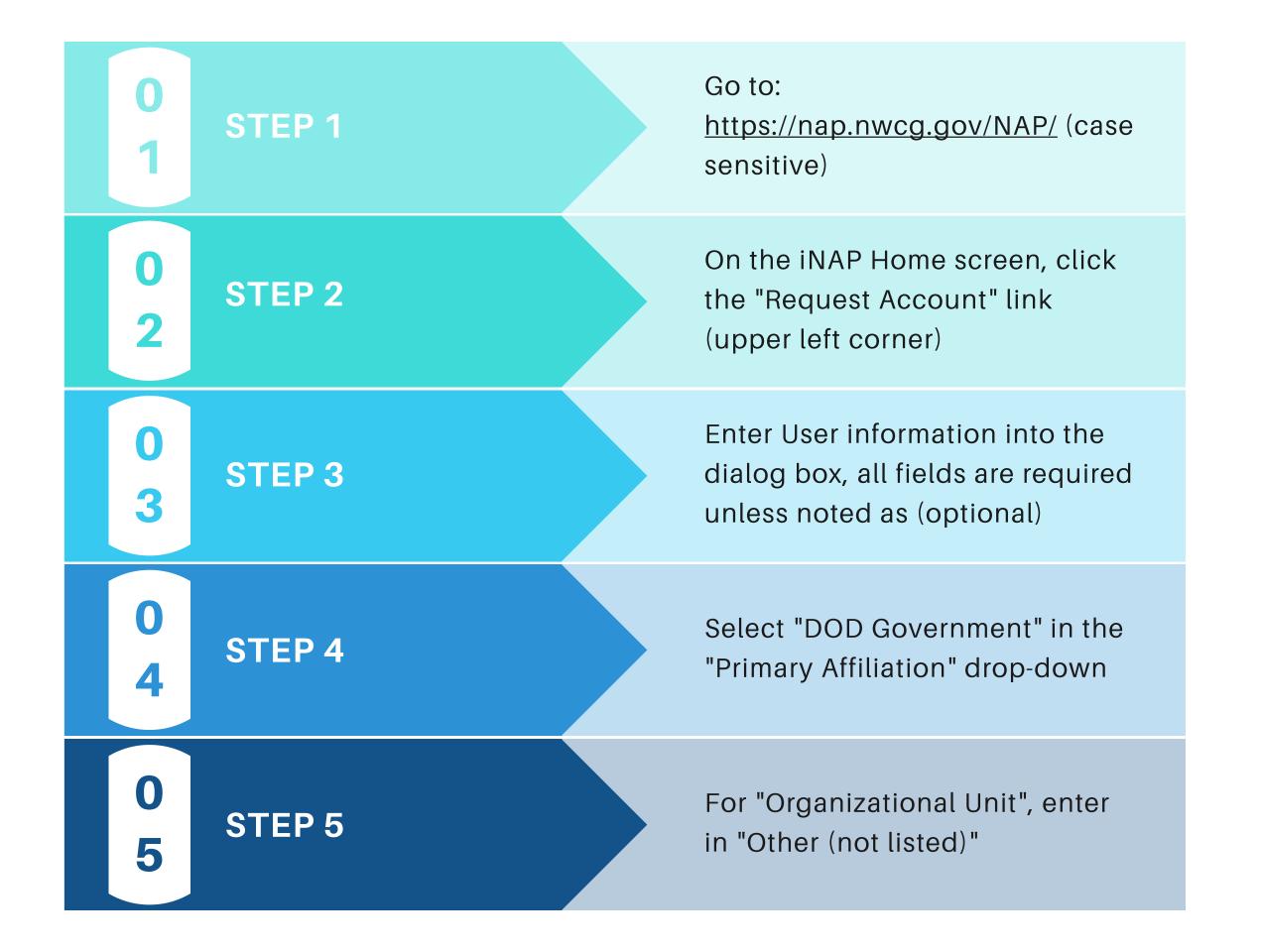
# Part 1: Getting Started With <sup>2</sup> NAP

Part 1 Of The iNAP Process



## Requesting an iNAP User Account

Step-By-Step



#### Requesting An iNAP User Account

Step-By-Step cont...

STEP 6For other "Organizational Unit" field, type in LESO

STEP 7For "Agency", enter "Other (not listed)"

0 8 STEP 8

For "Other Agency" field, enter Your Actual Agency's Name STEP 9

Ensure name is correct in spelling as well as in the correct field. Ensure email is spelled correctly and a valid email address.

**1 0** 

**STEP 10** 

Select the "Next" button

#### Example

Steps 1-10

#### Request account

Enter user information —		
Please enter your full name as it appears of	on your Government ID.	
First name	Middle name (optional)	Last name
Example		Example
Job title (optional)		
E-Mail		
example@anywherpd.com		
Office number Ext (op	tional) Mobile (optiona	l) Fax (optional)
(217) 555-5555		
Primary affiliation	Organizational	unit <b>6</b>
DOD Government	<u> </u>	nizations Enter the organizational unit you are employed by. You
Part-time/seasonal	may enter all or Ranger Dis	or part of the name. For example: Pacific Ranger District or Pacific
	Other (not liste	d)
	Other orga	anizational unit
	LESO	
Agency		θ
		context is a general term for agency, department, interagency,
	state, county,	city or tribe
	Other (not listed	d)
	Other age	ncy
	Example	Police Department
Next	Cancel	

#### Requesting An iNAP User Account

Step-By-Step cont...

**STEP 11 STEP 12** Click the Instance(s) drop-"Application Access" dropdown arrow and select "LESO-

LESO FEPMIS"

Click the

down arrow and select PROD

(standard)

**DO NOT Select** an (Elevated) Account

**STEP 13** 

Ensure the box next to "LESO Report Reader" is checked

**STEP 14** 

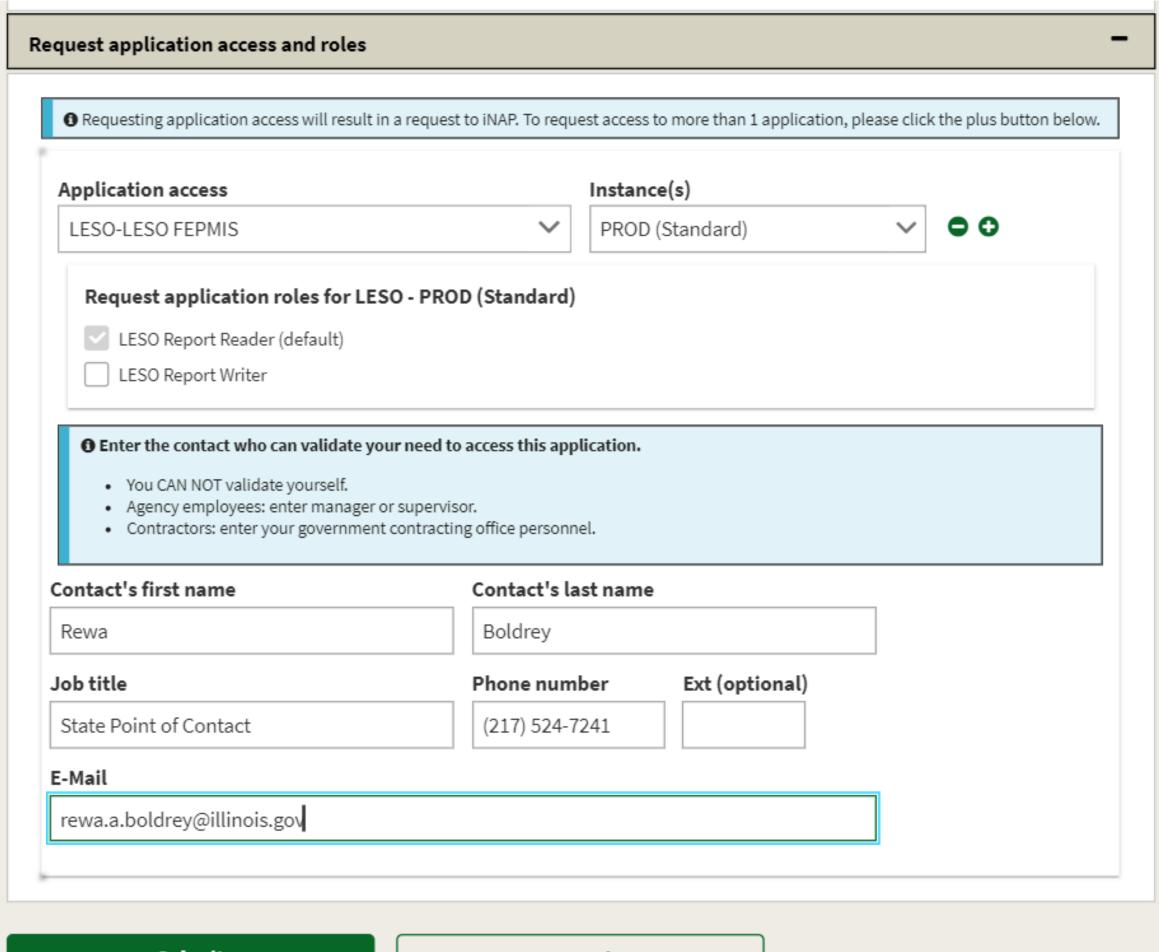
Enter your "LESO State Point of Contact" Information Rewa Boldrey 217-524-7241 rewa.a.boldrey@ illinois.gov

**STEP 15** 

Click green "Submit Button" in the lower left. You will receive a message on the screen that your request was received, and you will receive emails after your request is processed.

#### Example

Steps 11-15



Submit

Cancel



#### The Four Emails

you receive when you are approved



#### Email 1

Application Access for LESO-PROD Approved



#### Email 2

iNAP User Account Information (Username)



#### Email 3

Your role request for LESO Report Reader for LESO-PROD is approved



#### Email 4

iNAP User AccountInformation(Temporary Password)



## Go To Part 2:

#### Did you get your 4 emails?

Once you receive the 4 emails, go to Part 2 in order to finish up setting up your INAP account. You

must have received the 4 emails to proceed.



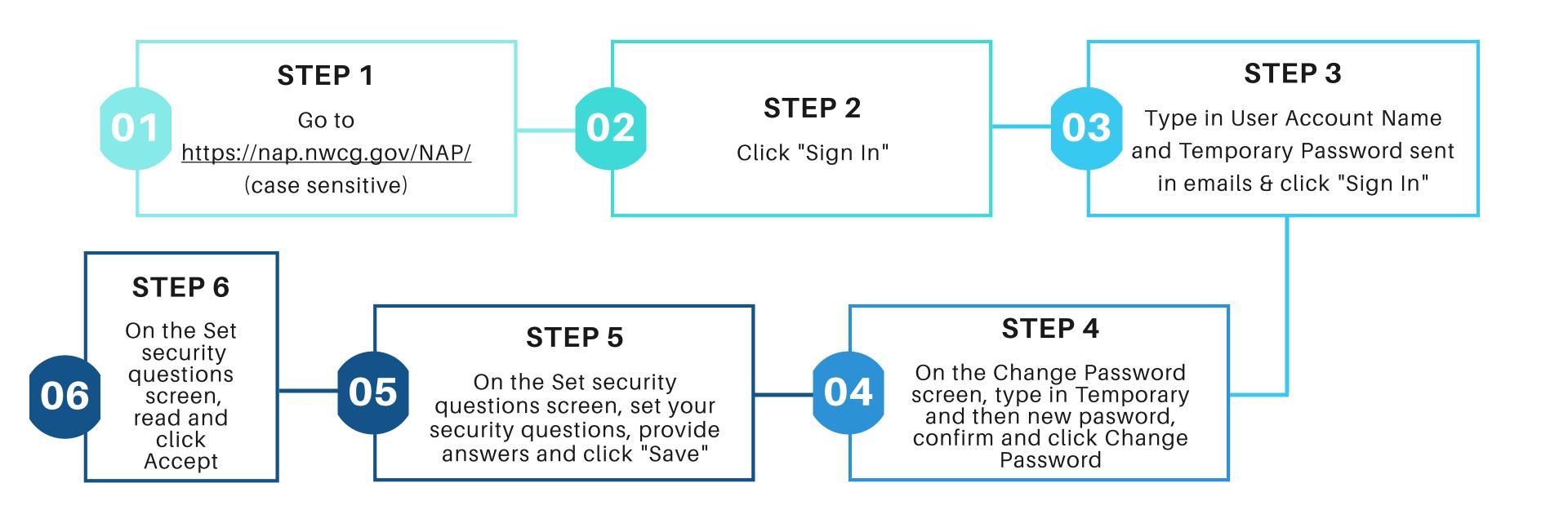
# Part 2: Getting Started With in AP

Part 2 Of The iNAP Process



#### Completing the iNAP User Account

Step-By-Step





#### **iNAP Home Screen Portal**

Your home screen will display the iNAP portal application (LESO FEPMIS) that you have access to. This is how you will access FEPMIS from now on. Just go to <a href="https://nap.nwcg.gov/NAP/">https://nap.nwcg.gov/NAP/</a> and click "Sign In"



## Part 3:

# Connecting iNAP With New FEPMIS

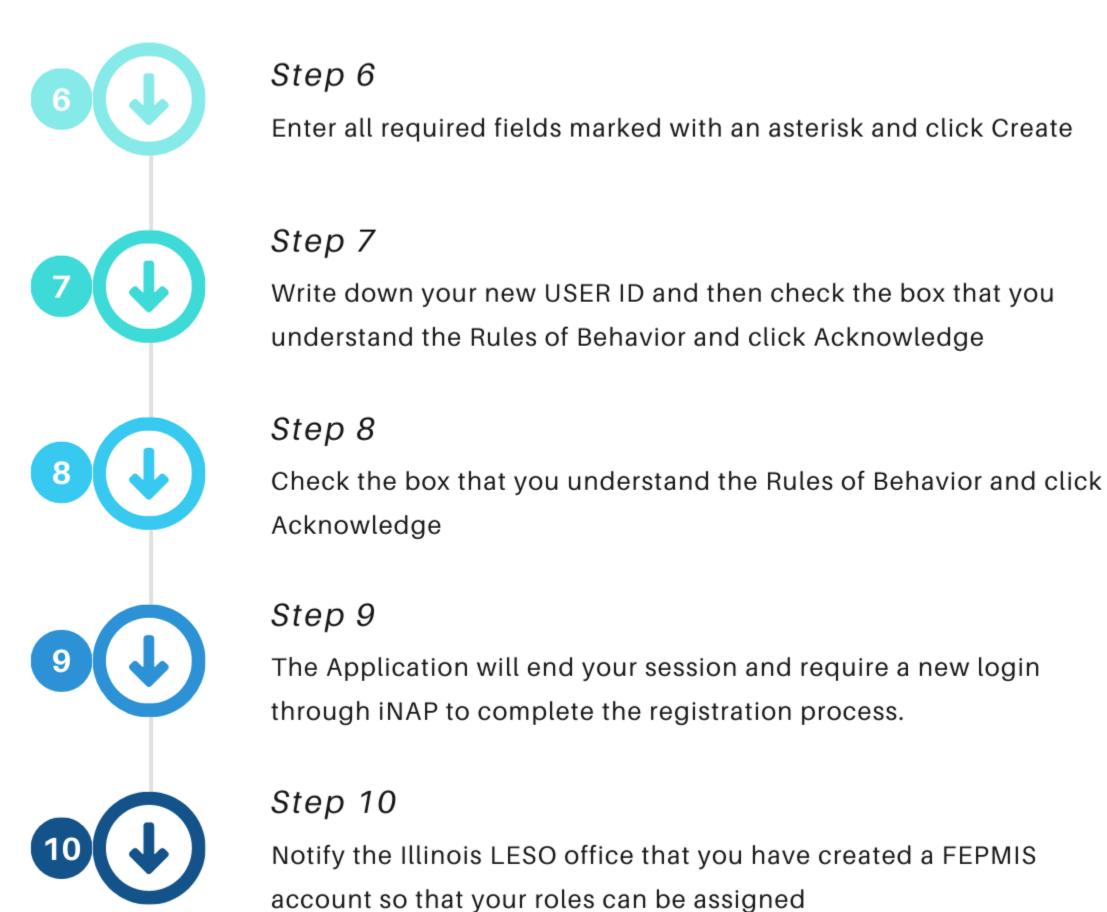
## Account



#### **Connecting iNAP** Step 5 With New FEPMIS Click New User Account **NEW FEPMIS ACCOUNT** Step 4 Select LESO FEPMIS Step 3 Type in iNAP Username and Password and click Sign In Step 2 Click Sign In Step 1 Go to <a href="https://nap.nwcg.gov/NAP/">https://nap.nwcg.gov/NAP/</a>

# Connecting iNAP With New FEPMIS Account

**NEW FEPMIS ACCOUNT** 

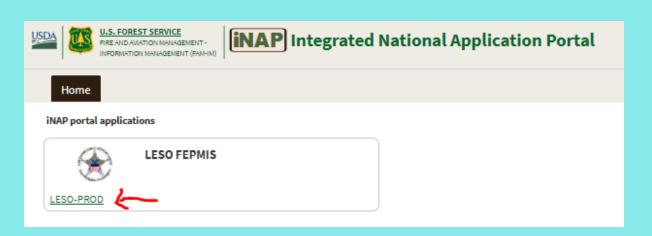




### NOTES

#### **REMEMBER:**

- You must close your browser completely or you might have browser cache issues.
- The next time you login you should go directly into the LESO FEPMIS application
- You must have new user roles assigned in FEPMIS by the Illinois LESO
- The system will search for existing FEPMIS
   accounts to be sure not to create a duplicate.If
   your e-mail address is found in the system,
   please select Back, and select Current User
   option, and if you do not know your current
   FEPMIS username contact the Illinois LESO





# Questions?

Contact the Illinois LESO

David Rector: david.rector@illinois.gov Rewa Boldrey: rewa.a.boldrey@illinois.gov

